

LICENSING AND INSPECTION OF CHILD CARE FACILITIES IN MISSOURI

Missouri Department of Health and Senior Services

April 2004



The purpose of this document is to provide basic information on the requirements for operating child care facilities in Missouri. For additional information on operating child care facilities in Missouri, please visit our web site at <http://www.dhss.mo.gov/AbouttheDepartment/BofCC.html>. A request form is provided on the last page of this document which you can use to request additional information or if you would like to speak to a representative from the Bureau of Child Care. Specialists are located throughout the state and are responsible for the initial licensing or approval of child care facilities and for monitoring child care facilities for compliance with Missouri Department of Health and Senior Services' child care rules.

Child Care Law

The responsibility for the licensing and inspection of child care facilities was delegated by statute in 1955. The statutes make it unlawful for any person to establish or operate a child care facility caring for more than four unrelated children without being licensed.

Child Care Classifications

Child care may be provided in a family child care home, a group child care home, a child care center, or a license-exempt facility (nursery school or a facility run by a religious organization).

Family Child Care Home

A "family child care home" is a child care program where care is given by a person licensed as a family child care home provider. If there is one adult child care provider, family child care homes may be licensed for up to six children, including a maximum of three children under two and/or for up to ten children including a maximum of two children under two. If only four children are present, all the children may be under age two. If the provider has an assistant present, the home may be licensed for up to ten children, including a maximum of four children under two, or for up to eight children who may all be under two.

Group Child Care Home

A "group child care home" is a child care program where care is given by a person licensed as a group child care home provider for 11-20 children. A group child care home may be a location other than the provider's permanent residence or separate from the provider's living quarters. Group child care homes must meet the same requirements for staff/child ratios as child care centers.

Child Care Center

Child care centers may provide care for any number of children dependent on the director's qualifications, available staffing, amount of usable indoor floor space, amount of outdoor play space and materials and equipment. A child care center may be in a location other than the provider's permanent residence or a separate form the provider's living quarters.

Nursery School

A "nursery school" is a program for preschool children that is operated for no more than four hours per child per day.

Child Care Programs Operated by a Religious Organization

Child care programs that are under the exclusive control of a religious organization caring for children up to 18 years of age.

Staff

General Requirements

All staff must—be of good character and intent; be qualified to provide care conducive to the welfare of children; have knowledge of the needs of children; be sensitive to the capabilities, interests and problems of children; and be capable of handling emergencies promptly and intelligently.

All staff of group child care homes and child care centers, along with family child care home providers and their household members, will be screened for child abuse/neglect and criminal record review.

Education, Experience and Training

Family Child Care Homes

Family child care home providers and all assistants working more than five hours per week must receive at least 12 clock hours of child-care related training during each year of employment.

Group Child Care Homes

Group child care home providers must have at least 30 college semester hours with six of the hours in child-related courses; or 12 months' experience with six college semester hours in child-related courses; or a Child Development Associate Credential (CDA).

Group child care home providers, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

Child Care Centers, Nursery Schools (not operated by a religious organization)

The education and experience requirements for directors of these child care facilities vary dependent on the size of the facility. A Department of Health and Senior Services representative can explain the specific requirements for each size facility. Center directors, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child care related training during each year of employment.

Child Care Programs Operated by a Religious Organization

These programs do not need to meet educational requirements.

Child Care Training and Professional Development

The director, child care providers, all caregivers and volunteers who are counted in staff/child ratios of licensed family child care homes, group child care homes and child care centers are required to obtain at least 12 clock hours of child care related training during each year of employment.

The Bureau of Child Care contracts with qualified training organizations to provide accessible and affordable training for child care providers across the state. The training must be based on competencies (essential knowledge and skill areas) for assuring quality child care. Child care related training topics include: health, safety, nutrition, developmentally appropriate activities and learning experiences for children; positive guidance and discipline; positive communication and interaction with families; planning and setting up an appropriate environment for children; professional and administrative practices.

Child Care Training and Professional Development Opportunities include:

- Training workshops on various topics;
- Child Development Associate (CDA) training and assessment to assist child care providers earn a national CDA credential from the Council for Early Childhood Professional Recognition;
- College credit training from some colleges and universities;
- Advanced and specialized training for entry level child care staff, directors, infant/toddler caregivers, and caring for children with special needs; and
- Individualized technical assistance and training to assist providers to access needs and make improvements in their respective programs.

To assist child care providers record and keep track of their training and professional development, the Bureau of Child Care provides free copies of the “**Child Care Professional Development Record**”.

For more information about child care training and professional development, contact the Bureau of Child Care Training Coordinator at 573-751-2450, your local licensing staff, or your Child Care Resource and Referral Agency at 800-200-9017.

Required Staff/Child Ratios

The following staff/child ratios apply to group child care homes and child care centers:

<u>Ages of Children</u>	<u>Number of Children Per One Adult</u>
Birth – Two years	4
Two years of age	8
Three – Four years of age	10
Five years of age and up	16
Mixed ages, two and up	10

Child Care Program

In centers, group homes, family homes, nursery schools, and summer camps, a child care program must be provided which must include appropriate supervision of children; emergency fire and tornado drills, positive discipline techniques with no physical punishment permitted; appropriate diapering and toilet training procedures; and a daily schedule of age-appropriate activities for children.

Buildings and Grounds

The premises of the facility must be safe and suitable for the care of children. Each building used must be in compliance with fire safety and sanitation requirements. It is the responsibility of the child care provider to inquire about local building and zoning requirements and be in compliance with those codes. The indoor child care area must provide at least 35 square feet of usable floor space per child.

The facility must have an adequate outdoor play area which is free of hazards. The area must provide at least 75 square feet of space per child. Outdoor play areas in group child care homes, child care centers and license-exempt facilities must be fenced to protect children. Outdoor play areas in family child care homes must be fenced if a need is indicated.

Furniture, Equipment and Materials

Sufficient furniture, equipment and materials must be provided for the number and ages of children in care to meet their physical and developmental needs. This includes sleeping equipment, tables and seating equipment, indoor play materials and equipment and outdoor equipment.

Transportation

The provider is responsible for the care, safety and supervision of children on field trips and at any time children are transported away from the facility. Parents must be informed when field trips are planned and written parental consent must be on file for all field trips and transportation. Drivers and vehicles must meet the requirements of Missouri law.

Health and Medical Examinations

Children

A medical examination report for each preschool child must be on file at the facility within 30 days following admission of each child. The parent (s) of a school-age child must provide a report at the time of enrollment indicating the child's health history, any current health problems and any restrictions necessary for the child's care. Information that the child has completed age-appropriate immunizations, is exempt from immunization requirements or is in the process of completing immunizations must be on file at the facility before a child is accepted for care.

Adult

Family child care home providers must have a medical examination report on file at the time the facility is licensed. Family child care home assistants employed or volunteering more than five hours per week must have a medical examination report on file within 30 days of beginning work in the home.

All adults working in any capacity in a group child care home or child care center, including volunteers counted in staff/child ratios, must have a medical examination report on file at the time of initial licensure or within 30 days following employment.

Following the required medical examination report at the time of initial licensure or approval, all persons indicated above for licensed facilities must have a tuberculin skin test every year, a chest x-ray or appropriate follow-up of a previous examination indicating that the individual is free of contagion. License-exempt facilities require a tuberculin skin test every two years.

Health Care

The provider must meet specific requirements for reporting communicable diseases, caring for children when ill, administering medication, emergency care procedures, hand washing procedures and immunization of children.

Nutrition

The provider must supply and serve nutritious meals and snacks. Acceptable food components and serving sizes for meals and snacks are outlined in a chart for each group. Children's menus must be based on the chart.

Some food services may be eligible for reimbursement through the Child and Adult Care Food Program. You may call the Bureau of Community Food and Nutrition Assistance at (800) 733-6251 for further information.

Records and Reports

The provider must maintain accurate records to meet administrative requirements and to ensure knowledge of children and their families. Reports must be submitted to the Missouri Department of Health and Senior Services as required.

Child Care Resource and Referral

This network of eight nonprofit agencies exist to serve families seeking child care and child care providers seeking resources and technical assistance. To obtain the name and telephone number of the Resource and Referral agency in your area, call (800) 200-9017. You may also visit the Missouri Child Care Resource and Referral Network web site at www.stlouis.missouri.org/education/mochildare.

Missouri Department of Health and Senior Services Child Care Rules

The licensing rules for family child care homes are contained in a booklet entitled Licensing Rules for Family Child Care Homes in Missouri. The licensing rules for group child care homes and child care centers are contained in a booklet entitled Licensing Rules for Group Child Care Homes and Child Care Centers in Missouri. Rules regarding facilities operated by religious organization and rules for nursery schools are contained in a booklet entitled Department of Health and Senior Services Rules for License-Exempt Child Care Facilities. For copies of the Missouri Department of Health and Senior services child care rules, please visit our web site at <http://www.dhss.state.mo.us/AbouttheDepartment/BofCC.html>.

Reimbursement for Child Care Through Department of Social Services/Family Support Division

Some families may be eligible for financial help with their child care costs. The Family Support Division may contract with licensed providers to pay for child care services for eligible children. If you are interested in this program, please contact your local county Family Support Division office.

Licensing and Inspection Process

If you are interested in operating a child care facility, a representative will arrange an interview to discuss your child care plans, the rules and the licensing and/or inspection process for the type of facility you wish to operate.

You cannot provide care for more than four unrelated children without being licensed and/or inspected.

To become licensed, an application must be made on forms provided by the Bureau of Child Care. There is no charge for the application or the license. A license is issued for up to two years.

Upon receipt of a completed application, an investigation is made to determine facility compliance with rules. The investigation includes an inspection of the entire premises of the proposed facility by a Child Care Specialist. A fire safety inspection conducted by personnel from the Division of Fire Safety and a sanitation inspection conducted by local or state Department of Health and Senior Services personnel will be requested by the child Care Facility Specialist.

A specialist will visit the facility and observe the program periodically to ensure continued compliance with the Missouri Department of Health and Senior Services' child care rules.

Bureau of Child Care
1715 Southridge Drive
P.O. Box 570
Jefferson City, MO 65102

The Missouri Department of Health and Senior Services is responsible for protecting and promoting the health of Missourians by assessing health status and needs, developing policies and priorities, and assuring that the state is responding appropriately.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER – Services provided on a nondiscriminatory basis.

This publication may be provided in alternative formats such as Braille, large print or audiotape by contacting the office listed above. TDD users can access the above phone number by calling 1-800-735-2966.

Southwestern District
Bureau of Child Care
1414 West Elfindale

Central District
Bureau of Child Care
1715 Southridge Drive
Jefferson City, MO 65109
(573) 751-2891
Fax: (573) 526-5345

Eastern District
Bureau of Child Care
200 South J
St. Louis, MO 63103
(314) 877-0
Fax: (314) 8

Cape Girardeau Area Office

Bureau of Child Care
708 Patton Street
Macon, MO 63552
(660) 385-3125
Fax: (660) 385-6214

Adair	Northeast District	Livingston	Northeast District
Andrew	Cameron Area Office	Macon	Northeast District
Atchison	Cameron Are Office	Madison	Cape Girardeau Area Office
Audrain	Columbia Area Office	Maries	Central District
Barry	Joplin Area Office	Marion	Northeast District
Barton	Joplin Area Office	McDonald	Joplin Area Office
Bates	Southwest District	Mercer	Northeast District
Benton	Southwest District	Miller	Central District
Bollinger	Cape Girardeau Area Office	Mississippi	Cape Girardeau Area Office
Boone	Columbia Area Office	Moniteau	Central District
Buchanan	Cameron Area Office	Monroe	Northeast District
Butler	Southeast District	Montgomery	Columbia Area Office
Caldwell	Cameron Area Office	Morgan	Central District
Callaway	Columbia Area Office	New Madrid	Cape Girardeau Area Office
Camden	Southwest District	Newton	Joplin Area Office
Cape Girardeau	Cape Girardeau Area Office	Nodaway	Cameron Area Office
Carroll	Cameron Area Office	Oregon	Southeast District
Carter	Southeast District	Osage	Central District
Cass	Northwest District	Ozark	Southwest District
Cedar	Joplin Area Office	Pemiscot	Cape Girardeau Area Office
Chariton	Northeast District	Perry	Cape Girardeau Area Office
Christian	Southwest District	Pettis	Central District
Clark	Northeast District	Phelps	Central District
Clay	Northwest District	Pike	Northeast District
Clinton	Cameron Area Office	Platte	Northwest District
Cole	Central District	Polk	Southwest District
Cooper	Columbia Area Office	Pulaski	Central District
Crawford	Central District	Putnam	Northeast District
Dade	Joplin Area Office	Ralls	Northeast District
Dallas	Southwest District	Randolph	Northeast District
Daviess	Cameron Area Office	Ray	Cameron Area Office
Dekalb	Cameron Area Office	Reynolds	Southeast District
Dent	Central District	Ripley	Southeast District
Douglas	Southwest District	Saline	Central District
Dunklin	Southeast District	Schuyler	Northeast District
Franklin	Eastern District	Scotland	Northeast District
Gasconade	Central District	Scott	Cape Girardeau Area Office
Gentry	Cameron Area Office	Shannon	Southeast District
Greene	Southwest District	Shelby	Northeast District
Grundy	Northeast District	St Charles	Eastern District
Harrison	Cameron Area Office	St Clair	Southwest District
Henry	Southwest District	St. Francois	Cape Girardeau Area Office
Hickory	Southwest District	St Louis City	Eastern District
Holt	Cameron Area Office	St Louis Co	Eastern District
Howard	Columbia Area Office	Ste Genevieve	Cape Girardeau Area Office
Howell	Southwest District	Stoddard	Cape Girardeau Area Office
Iron	Cape Girardeau Area Office	Stone	Southwest District
Jackson	Northwest District	Sullivan	Northeast District
Jasper	Joplin Area Office	Taney	Southwest District
Jefferson	Eastern District	Texas	Southwest District
Johnson	Northwest District	Vernon	Southwest District
Knox	Northeast District	Warren	Columbia Area Office
Laclede	Southwest District	Washington	Cape Girardeau Area Office
Lafayette	Cameron Area Office	Wayne	Southeast District
Lawrence	Southwest District	Webster	Southwest District
Lewis	Northeast District	Worth	Cameron Area Office
Lincoln	Columbia Area Office	Wright	Southwest District
Linn	Northeast District		

Missouri Department of Health and Senior Services – Bureau of Child Care

Central Office

1715 Southridge Drive
Jefferson City, MO 65109
PH: (573) 751-2450 Fax: (573) 526-5345

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Central District Office

Child Care Unit
1715 Southridge
Jefferson City, MO 65109
PH: (573) 751-2891 Fax: (573) 526-5345

Columbia Area Health Office

Child Care Unit
1500 Vandiver, Suite 112
Columbia, MO 65202
PH: (573) 882-9399 Fax: (573) 884-7607

Northeastern District Office

Child Care Unit
708 Patton Street
Macon, MO 63552
PH: (660) 385-3125 Fax: (660) 385-6214

Southwestern District Office

Child Care Unit
1414 W. Elfindale
Springfield, MO 65801
PH: (417) 895-6541 Fax: (417) 895-6994

Joplin Area Health Office

Child Care Unit
705 Illinois
Joplin, MO 64801
PH: (417) 629-3183 Fax: (417) 629-3446

Eastern District Office

Child Care Unit
220 S. Jefferson, 2nd Floor
St. Louis, MO 63103
PH: (314) 877-0210 Fax: (314) 877-0203

Northwestern District Office

Child Care Unit
3717 South Whitney Avenue
Independence, MO 64055
PH: (816) 350-5450 Fax: (816) 350-8925

Cameron Area Health Office

Child Care Unit
207 E. McElwain
Cameron, MO 64429
PH: (816) 632-5563 Fax: (816) 632-1636

Southeastern District Office

Child Care Unit
2875 James Boulevard
Poplar Bluff, MO 63901
PH: (573) 840-9720 Fax: (573) 840-9727

Cape Girardeau Area Office

Child Care Unit
710 Southern Expressway, Ste. B
Cape Girardeau, MO 63703
PH: (573) 290-5809 Fax: (573) 290-5854

REQUEST FORM

If you are interested in establishing a child care facility and would like additional information, please complete this form and return it to the appropriate address for your county

I am interested in more information on establishing (please circle only one):

- ☐ Family Child Care Home (1-10 children)
- ☐ Group Child Care Home (11-20 children)
- ☐ Child Care Center
- ☐ Program Operated by a Religious Organization
- ☐ Nursery School
- ☐ Summer Camp
- ☐ Please mail me more information ☐ Please have a specialist contact me

Name: _____

Address: _____

Daytime Phone: _____

County: _____

**Please direct correspondence/inquiries to the office responsible
for your county.**

(refer to the list on the preceding page)